SHARP®

MODEL

ZQ-2500
ZQ-2700

ELECTRONIC ORGANIZER

OPERATION MANUAL

This equipment complies with the requirements of Directive 89/336/EEC as amended by 93/68/EEC.

Dieses Gerät entspricht den Anforderungen der EG-Richtlinie 89/336/EWG mit Änderung 93/68/EWG.

Ce matériel répond aux exigences contenues dans la directive 89/336/CEE modifiée par la directive 93/68/CEE.

Dit apparaat voldoet aan de eisen van de richtlijn 89/336/EEG, gewijzigd door 93/68/EEG.

Dette udstyr overholder kravene i direktiv nr. 89/336/EEC med tillæg nr. 93/68/EEC.

Quest' apparecchio è conforme ai requisiti della direttiva 89/336/EEC come emendata dalla direttiva 93/68/EEC.

Η εγκατάσταση αυτή ανταποκρίνεται στις απαιτήσεις των οδηγιών της Ευρωπαϊκής Ενωσης 89/336/ΕΟΚ, όπως ο κανονισμός αυτός συμπληρώθηκε από την οδηγία 93/68/ΕΟΚ.

Este equipamento obedece às exigências da directiva 89/336/CEE na sua versão corrigida pela directiva 93/68/CEE.

Este aparato satisface las exigencias de la Directiva 89/336/CEE modificada por medio de la 93/68/CEE.

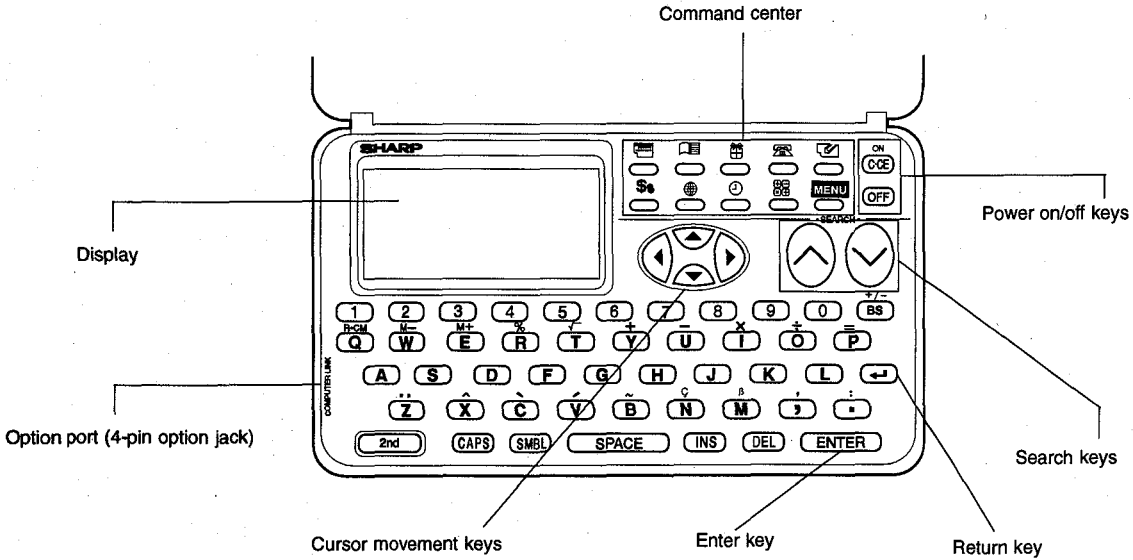
Denna utrustning uppfyller kraven enligt riktlinjen 89/336/EEC så som kompletteras av 93/68/EEC.

Dette produktet oppfyller betingelsene i direktivet 89/336/EEC i endringen 93/68/EEC.

Tämä laite täyttää direktiivin 89/336/EEC vaatimukset, jota on muutettu direktiivillä 93/68/EEC.

89/336/EEC : EMC directive 93/68/EEC : CE Mark regulation

PART NAMES


Command center
Display
Power on/off keys
Option port (4-pin option jack)
Search keys
Cursor movement keys
Enter key
Return key
SHARP
ON
CLR
OFF
MENU
SEARCH
BS
2nd
CAPS
SMBL
SPACE
INS
DEL
ENTER
COMPUTER LINK

INTRODUCTION

Congratulations on purchasing the ZQ-2500/ZQ-2700 Electronic Organizer. Please read this operation manual carefully to familiarize yourself with all the features of the Organizer and to ensure years of reliable operation. For quick reference, keep this operation manual on hand.

Notes:

- Some of the accessories described in this manual may not be available in some countries.
- The only difference between the ZQ-2500 and the ZQ-2700 is the memory capacity.
  Unless otherwise specified, this manual applies to both models.

NOTICE

- SHARP strongly recommends that separate permanent written records be kept of all important data. Data may be lost or altered under certain circumstances. SHARP assumes no responsibility for data lost or otherwise rendered unusable whether as a result of improper use, repairs, defects, battery replacement, use after the specified battery life has expired, or any other cause.
- SHARP assumes no responsibility, directly or indirectly, for financial losses or claims from third persons resulting from the use of this product and any of its functions, such as stolen credit card numbers, the loss or alteration of stored data, etc.
- The information provided in this manual is subject to change without notice.

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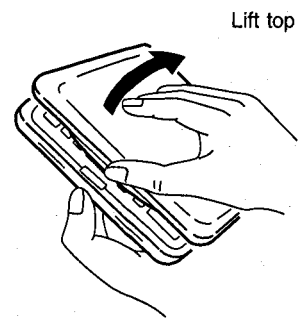
BEFORE USE

Be sure to perform the following procedures before using your Organizer for the first time.

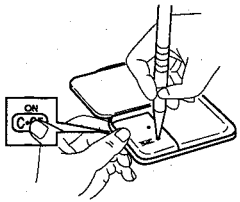
1. Open your Organizer in the following manner:



Caution: Do not use force when opening the Organizer.

2. Initialize the Organizer.

Simultaneously press [ON] and the RESET switch on the bottom of the Organizer.




```
Data has been
impaired !
Press [Y] to
CLEAR ALL memory
```

Press [Y].

The Organizer is initialized and then the TEL 1 directory is displayed.

GETTING STARTED

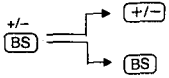
Display symbols

BATT	Indicates a low battery level.
EDIT	The entry on the display may be edited.
2nd	[2nd] has been pressed.
CAPS	Capital letters will be entered. (To enter small letters, press [CAPS]).
*	Data on screen is secret data accessible only by the correct password.
[S]	The SECRET function is in effect.
♪	A "beep" will sound when a key is pressed.
🔔	The specified schedule alarm(s) will sound.
↑↓	There is more data which is not on the display. The data can be displayed by pressing [▲] or [▼].

Key notations

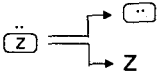
This manual uses the following notations for key operations and functions.

→ [CALENDAR] "Command center" mode keys are identified by their feature name enclosed in a box.



→ [+/−] Change sign key.

→ [BS] Backspace key.



→ [··] Umlaut key.

→ Z Letter Z key.

Note: The blue functions and symbols are operated by pressing [2nd] and the appropriate key. The white ones are operated in the CALCULATOR mode without [2nd], or with [2nd] in other modes.

Contrast adjustment (on the display)

1. Press [MENU].
2. Press [∨] then 1 ("FUNCTION").
3. Press 2 ("LCD CONTRAST").
4. Press [▲] or [▼] to darken or lighten the display. Holding either key down will result in a continuous change in contrast.
5. Press [C·CE].

Turning the "beep" on and off

While "♪" is displayed, a "beep" will sound whenever a key is pressed. To turn the "beep" on or off, press [2nd] then [◄].

Date format

You can select "MONTH/DAY/YEAR" or "DAY.MONTH.YEAR" as your date format.

1. Press [MENU].
2. Press [∨] 1 ("FUNCTION").
3. Press [∨] 3 ("DATE FORMAT").
4. Press [▲] or [▼].
5. Press [ENTER].

Note: The default setting is "MONTH/DAY/YEAR".

BASIC ENTRY PROCEDURES

Entering characters

Keys and their functions

[►] : Moves the cursor to the right. (When an entry is displayed, pressing this key will allow you to enter the edit mode.)

[◄] : Moves the cursor to the left.

[▲] : Moves the cursor up a line.

[▼] : Moves the cursor down a line.

[INS] : Puts the Organizer into the insert mode. Pressing [INS] again returns the Organizer to the overwrite mode.

[DEL] : Deletes the character at the cursor position.

[BS] : Backspace key. Deletes the character to the left of the cursor.

[↵] : Moves the cursor to the beginning of the next line (new line).

[C·CE] : Clears the data being entered.

[ENTER] : Stores the data being displayed.
(If you wish to save an edited entry without deleting the original entry, press [2nd] [ENTER].)

IMPORTANT: Individual capital letters may be entered by pressing the desired key while "CAPS" is displayed.

Entering non-English characters

Entering "Ä", "ü", "é" and "ô", for example.

1. Press [MEMO] to enter the MEMO mode and press [C·CE].
2. Press [CAPS]; "CAPS" displayed.
3. Press [2nd] [¨] A.
4. Press [CAPS] [2nd] [¨] u.
5. Press [2nd] [´] e.
6. Press [2nd] [^] o.

Note: "ç" is entered by pressing [2nd] [ç]. Non-English characters can also be entered as symbols.

Entering numbers

Use [0] through [9] to enter numbers.

Entering graphic symbols and special characters

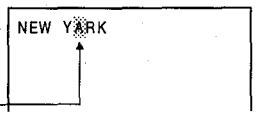
Press [SMBL] to enter the symbol entry mode. There are a total of 33 symbols. In each display, five symbols are shown; to change to a different display, press [∨] or [∧]. Select a symbol by pressing its corresponding number.
To exit the symbol entry mode, press [SMBL] again.

Making corrections

The following examples use three different misspelling of "NEW YORK".

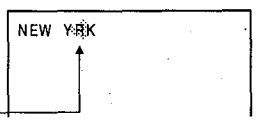
Correcting misspellings

1. Press [MEMO].
2. Enter "NEW YARK".
3. Press [◄] [◄] [◄].
4. Enter "O".



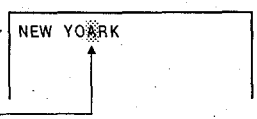
Inserting missing letters

1. Press [C·CE].
2. Enter "NEW YRK".
3. Press [◄] [◄] [INS].
4. Insert "O".



Deleting unwanted characters

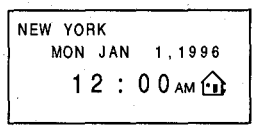
1. Press [C·CE].
2. Enter "NEW YOARK".
3. Press [◄] [◄] [◄].
4. Press [DEL].



USING THE CLOCK FUNCTION

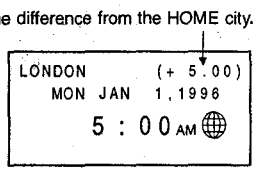
Displaying the time

Press [HOME] to display the local time.
To retain the display, hold the key down.
(New York is the default HOME city.)



Press [WORLD] to display the time in any of 27 major cities in the world.

(London is the default WORLD city.)

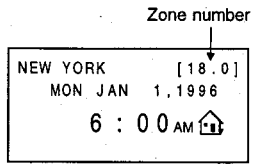


Setting and changing HOME city

Set your local city as the HOME city by selecting its zone number. Zone numbers are based on the distance of the zones

from the International Date Line (zone number zero). For example, there is a 13-hour difference between the International Date Line and London (London is 13 hours behind), so the zone number for London is 13. Honolulu is 23 hours behind the date line, so its zone number is 23.

1. Press [2nd] [HOME].
2. Press [▲] [▲].
3. Press [∨] or [∧] to display the desired city.
4. Press [ENTER].



Notes:

- To set the WORLD city, press [2nd] [WORLD] then follow the above procedure.
- If the name of city you want to set is not in the built-in city list, display the zone number for the city, press [C·CE] and then enter the city name.
- For zone numbers 0, 14 and 15, the city name display is blank.
- Some city names are abbreviated on the display as follows:

HONG KONG	HONGKONG
NEW DELHI	DELHI
RIO DE JANEIRO	RIO
LOS ANGELES	L.A.
ANCHORAGE	ANC.

Setting the HOME time and date

1. Press [2nd] [HOME].
2. Enter the hour and minutes followed by A (a.m.) or P (p.m.).
3. Press [▲], enter the day and month in two digits each and the year in four digits.
4. The clock starts when [ENTER] is pressed.

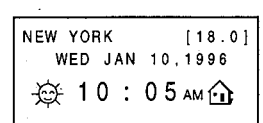
Notes:

- The time and date of the WORLD clock is set automatically according to the HOME clock.
- When using the 24-hour system, in step 2 above, enter the hour and minutes in four digits.
- To select the 12-hour or 24-hour clock, press [MENU], [∨], 1, [∨], [∨] then 1. Next, select the desired system with [◄] and [►] and press [ENTER].

Setting daylight savings time

HOME time clock

1. Press [2nd] [HOME].
2. Enter the correct DST time.
3. Press [2nd] [ENTER]; "☼" appears.



To clear the DST setting, enter the correct time again in the same manner as above.

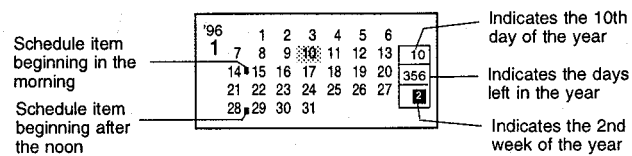
WORLD time clock

Press [2nd] [WORLD] then [2nd] [ENTER].

USING THE CALENDAR FUNCTION

Displaying and changing the monthly calendar

Once [CALENDAR] has been pressed, the month can be changed by pressing [▽] (to display upcoming months) or [△] (to display past months).


Schedule item beginning in the morning
Schedule item beginning after the noon
'96
1
1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31
10
356
2
Indicates the 10th day of the year
Indicates the days left in the year
Indicates the 2nd week of the year

Notes:

- At the top left, a " ' " is attached to the years 1901 to 1999, while no mark is attached to the years 2000 to 2099.
- When [▽] or [△] is held down, the calendar will scroll forwards or backwards continuously.

Finding a date with the numerical keys

Use [−] or [+] to find a date that is a specified number of days in the past or future.
For example, first find the date 90 days after January 15, then minus 35 days from that date. (This example assumes the cursor is on January 15, 1996).

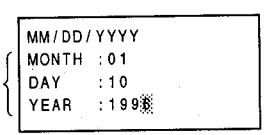
1. Press [+] 90 [=].
2. Press [−] 35 [=].

The calendar for March 1996 appears, with the 10th flashing.

Recalling a month by designating the date

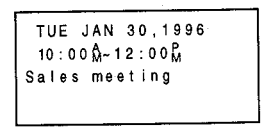
1. In the calendar mode, press [C·CE] twice.
2. Enter the date.
3. Press [CALENDAR].

The specified monthly calendar will be displayed.



USING THE SCHEDULE FUNCTION

Entering scheduled data



1. Press [SCHEDULE] and display the desired date using [^] or [v]. Or after pressing [SCHEDULE] press [C·CE], enter the scheduled date then press [ENTER].
2. Enter the schedule time and details.
   For the schedule time, input the starting time and ending time followed by A (a.m.) or P (p.m.). Next, input the description followed by [ENTER].

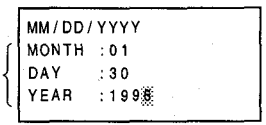
Notes:

- If you are using the 24-hour system, in step 2 above input the starting time in four digits and then press [▶]. Then input the ending time and press [ENTER]. Then, enter the details.
- The date will be "tagged" on the calendar display. (See the display sample on pg. 8.)
- For schedule items without times, after the "TIME ?" message appears, simply begin entering the description.

(The tag marking the scheduled item on the monthly calendar will appear on the upper right next to the date.)

Recalling scheduled data

1. Press [SCHEDULE] [C·CE] [C·CE].
2. Enter the scheduled date.
3. Press [ENTER].



Or

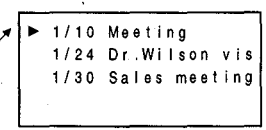
Press [▽] (to recall the next/future days) or [△] (to recall past days).

Notes:

- Press [2nd] [▽] repeatedly to search for those days on which items are scheduled, starting with the day appearing on the display.
- After the last scheduled item has been found, "NOT FOUND!" is briefly displayed. Pressing [2nd] [△] reverses the search.

Recalling scheduled data using the index display

1. Press [SCHEDULE].
2. Press [MENU].
3. Press 2 ("INDEX").
4. Press [▲] or [▼] to move the pointer "►".



Use [▽] or [△] to move to the next or previous page of the four entries.

5. Press [ENTER] to recall item.

Editing scheduled data

1. Press [MENU] 1 ("EDIT").
2. Edit the data using [►], [◄], [▼], [▲], [INS], [DEL], etc.
3. Press [ENTER].

Deleting scheduled data

Deleting a single agenda item

1. Recall the data you would like to delete.
2. Press [DEL] Y.

Deleting the agenda for an entire month

1. Press [CALENDAR] and display the calendar for the month you would like to delete.
2. Press [DEL] Y.

Deleting all the data in the schedule memory

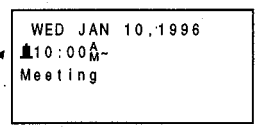
1. Press [MENU] [▽] 1 ("FUNCTION").
2. Press 3 ("DATA DELETION") 2 ("SCHEDULE").
3. Press 1 ("SCHEDULE") Y.

Note: When the SECRET function is turned on, "SECRET ON

MODE" will appear on the display. The SECRET function must be turned off before data can be deleted. (Refer to "USING THE SECRET FUNCTION" on pg. 21.)

Setting the schedule alarm

1. Press [SCHEDULE] [C·CE] [C·CE].
2. Enter date and press [SCHEDULE]
3. Enter time.
4. Enter description.
5. Press [2nd] [▼]; "▮" appears.
6. Press [ENTER].



Notes:

- " 🔔 " will appear; " 🔔 " appears or disappears each time [2nd] [►] is pressed.
- If you try to set the schedule alarm for a time that has already passed, "ALARM TIME ELAPSED !" will appear on the display.
- To stop the alarm after it starts beeping, press [C·CE]; the alarm will automatically turn off in approximately 20 seconds.
- After the alarm sounds, "▮" will disappear and the schedule item will remain in memory without "▮".
- If " 🔔 " is turned off and the set alarm time has passed, "▮" will remain in front of the scheduled item.

USING THE ANNIVERSARY FUNCTION

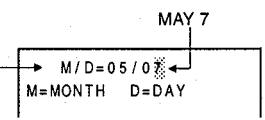
Entering anniversaries

1. Press [ANN] to display the ANN menu.

You can enter two types of anniversaries: for events that occur on the same date every year (MONTH/DAY), such as birthdays, and for events that occur on a certain day every year (MONTH/WEEK).

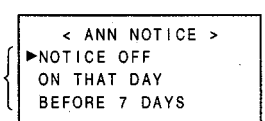
For the first option,

1. Press 1 ("MONTH/DAY").
2. Input the date then press [ENTER].
3. Input a description then press [ENTER].



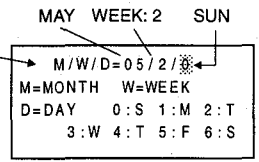
If you want to set a notice a number of days in advance,

4. Make a selection using [▼] followed by [ENTER]; if notice is not required, select "NOTICE OFF".



For the second option,

1. Press 2 ("MONTH/WEEK").
2. Input the month, week and day of the week then press [ENTER].
3. Input a description then press [ENTER].



If you want to set a notice a number of days in advance,

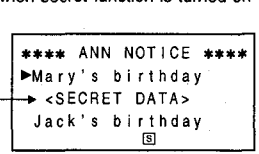
4. Make a selection using [▼] followed by [ENTER]; if notice is not required, select "NOTICE OFF".

Recalling anniversaries

Recalling from the ANN NOTICE display

If you set the ANN NOTICE function, a reminder will appear every time the Organizer is turned on either one week before or on the day of the event, depending on which setting has been chosen.

1. On the specified date, turn the Organizer on.
2. Move the pointer "►" to select an entry.
3. Press [ENTER] to display details of the entry.



Recalling by sequential search

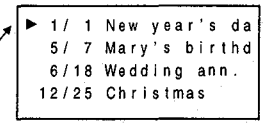
1. Press [ANN] then 1 or 2.
2. Press [▽] to recall entries in the forward direction or [△] to recall them in the reverse direction.

Recalling by specifying the date

1. Press [ANN] then 1 or 2.
2. Enter the date of the event you want to recall.
3. Press [▽] to recall entries in front or [△] to recall entries in reverse order.

Recalling by using the index display

1. Press [ANN] then 1 or 2.
2. Press [MENU] 2 ("INDEX").
3. Press [▼] or [▲] to move the pointer "►". Use [▽] or [△] to move to the next or previous page of the four entries.
4. Press [ENTER] to display the details.



Editing anniversaries

1. Press [MENU] 1 ("EDIT").
2. Edit the date and/or description.
   To change the date, press [▲] to move the date entry field.
3. Press [ENTER].

The ANN NOTICE menu will appear. Change the selection using [▼] and [▲] followed by [ENTER] if necessary, or simply press [ENTER] to store the new entry.

Deleting anniversaries

Deleting single entries

To delete an individual entry, recall it or select it in the index display with the pointer, and then press [DEL] and Y.

Deleting all entries

To delete all MONTH/DAY or MONTH/WEEK entries:

1. Press [MENU] [▽] 1 ("FUNCTION") 3 ("DATA DELETION").
2. Press 2 ("SCHEDULE").
3. Press 2 ("ANN 1") or 3 ("ANN 2").
4. Press Y.

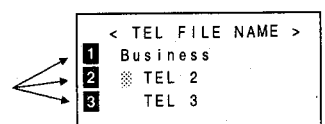
Note: When the SECRET function is turned on, "SECRET ON MODE" will appear on the display. The SECRET function must be turned off before data can be deleted. (Refer to "USING THE SECRET FUNCTION" on pg. 21.)

USING THE TELEPHONE DIRECTORY

Designating the file names

The directory file names (TEL 1, TEL 2, and TEL 3) can be changed from the Function menu.

1. Press [MENU] [▽] 1 ("FUNCTION").
2. Press [▽] 1 ("TEL FILE NAME").
3. At the cursor press [C·CE].
4. Enter any directory file name that you like (up to 10 characters).
5. Press [ENTER].
6. Continue until all file names have been entered.

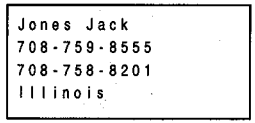


Note: If you do not wish to change a file name, skip that file by pressing [ENTER].

Entering listings

Pressing [TEL] for the first time displays directory TEL 1. Press [TEL] repeatedly to cycle through the three directories.

1. Input the name of your contact then press [ENTER].
2. Input the telephone number; press [↵] to enter fax number on the next line then press [ENTER].
3. Input the address then press [ENTER].



Recalling listings

Recalling by sequential search

Each time [▽] is pressed, entry is recalled in alphabetical order. When [△] is pressed, entry is recalled in reverse order.

Recalling by direct search

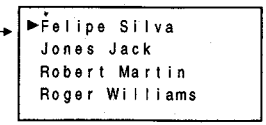
Press [C·CE], then enter the first letter(s) of the listing and press [▽]. Use [▽] and [△] to recall other entries sequentially.

Recalling by keyword search

Any part of an entry can be a keyword: name, company, etc. Enter the keyword and press [2nd] [▽] or [2nd] [△]. Subsequent listings containing the same word(s)/character(s) can be recalled in order each time you press [2nd] [▽] or [2nd] [△].

Recalling by using the index display

1. Press [TEL].
2. Press [MENU] 2 ("INDEX").
3. Move the pointer "►" using [▲] or [▼].
   Use [▽] or [△] to move to the next or previous page of the four entries.
4. Press [ENTER] to see the details.



Editing listings

1. Press [MENU] 1 ("EDIT").
2. Edit the listing.
3. Press [ENTER] to store the new listing.

Deleting listings

Deleting single listings

To delete an individual entry, recall it or select it in the index display with the pointer, and then press [DEL] and Y.

Deleting entire directories

1. Press [MENU] [▽] 1 ("FUNCTION").
2. Press 3 ("DATA DELETION") 1 ("TEL").
3. Press 1 ("TEL 1"), 2 ("TEL 2") or 3 ("TEL 3").

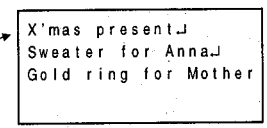
4. Press Y.

Note: When the SECRET function is turned on, "SECRET ON MODE" will appear on the display. The SECRET function must be turned off before data can be deleted. (Refer to "USING THE SECRET FUNCTION" on pg. 21.)

USING THE MEMO FUNCTION

Entering memos

1. Press [MEMO].
2. Enter the memo. Press [↵] after each line.
3. Press [ENTER] to store the memo.



Recalling memos

Recalling memos by sequential search

Each time [▽] is pressed, data is recalled in the order of entry. When [△] is pressed, data is searched in reverse order.

Recalling by direct search

Enter the first letter(s) of the memo and press [▽] and [△] to search.
To continue the search, press [▽] or [△] repeatedly.

Recalling by keyword search

Any part of an entry can be a keyword: name, company, etc.
Enter the keyword and press [2nd] [▽] or [2nd] [△].

Subsequent memos containing the same word(s) can be recalled in order each time you press [2nd] [▽] or [2nd] [△].

Recalling by using the index display

1. Press [MEMO].
2. Press [MENU] 2 ("INDEX").
3. Move the pointer "►" using [▲] or [▼]. Use [▽] or [△] to move to the next or previous page of the four entries.
4. Press [ENTER] to see the details.

Editing memos

1. Press [MENU] 1 ("EDIT").
2. Edit the memo.
3. Press [ENTER] to store the new memo.

Deleting memos

Deleting single memos

Recall the memo you wish to delete or select it in the index display, and press [DEL]. Then, press Y.

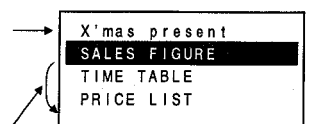
Deleting entire memos

1. Press [MENU] [▽] 1 ("FUNCTION").
2. Press 3 ("DATA DELETION").
3. Press 3 ("MEMO").
4. Press Y.

Note: When the SECRET function is turned on, "SECRET ON MODE" will appear on the display. The SECRET function must be turned off before data can be deleted. (Refer to "USING THE SECRET FUNCTION" on pg. 21.)

Rearranging the order of memos

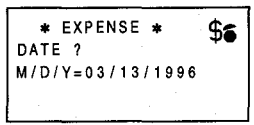
1. Press [MENU] 2 ("INDEX").
2. Move the pointer "►" using [▲] or [▼] to the entry you want to move and press [INS]. The entry will be highlighted.
3. Move the highlighted entry to the position where it is to be inserted using [▼] or [▲].
4. Press [ENTER] to store the new order.



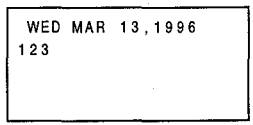
USING THE EXPENSE FUNCTION

Entering expense records

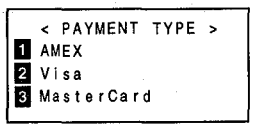
1. Press [EXPENSE].
2. Input the expense date then press [ENTER].



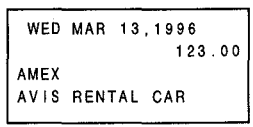
3. Input the expense amount using up to 10 digits including up to two decimal places then press [ENTER].



4. *Select the method of payment.* Press [v] to see other items.



5. Input the description and press [ENTER].



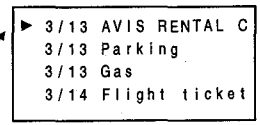
Recalling expense records

Recalling by sequential search

Each time [v] is pressed, data is recalled in the order of entry. *When [^] is pressed, data is searched in reverse order.*

Recalling by using the index display

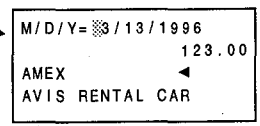
1. Press [EXPENSE].
2. Enter the date you want to check.
3. Press [MENU] 2 ("INDEX").



4. Move the pointer "▶" using [▼] or [▲]. Use [v] or [^] to move to the next or previous page.
5. Press [ENTER] to see the details.

Editing expense records

1. Press [MENU] 1 ("EDIT").
2. Move to the field you wish to edit.
3. Edit the entry.
4. Press [ENTER].



Deleting expense records

Deleting single records

To delete single EXPENSE records, recall the record or select it in the index display and press [DEL] followed by Y.

Deleting all records

1. Press [MENU] [▽] 1("FUNCTION").
2. Press 3 ("DATA DELETION").
3. Press [▽] 1 ("EXPENSE").
4. Press Y.

Note: When the SECRET function is turned on, "SECRET ON MODE" will appear on the display. The SECRET function must be turned off before data can be deleted. (Refer to "USING THE SECRET FUNCTION" on pg. 21.)

Expense summaries

Summarizing expense reports for a specific date or period

1. Press [EXPENSE] then [2nd] [EXPENSE]; EXPENSE REPORT menu displayed.
2. Press 2 ("PAYMENT TYPE").
3. Specify the method of payment.
4. Press 1 ("DAILY") or 2 ("PERIOD").
5. Enter the date or period then press [ENTER].

```
AMEX
  DATE : MAR 13,1996
                123.00
```

Notes: • To summarize expense records for all payment types, select "ALL" instead of "PAYMENT TYPE" from the EXPENSE REPORT menu.

• In EXPENSE REPORT, total expenses will be displayed with up to 12 digits.

Changing method of payment settings

1. Press [MENU] [▽] 1 [▽] 2.
2. With the [ENTER] key, position the cursor on the method of payment that you which to change and press [C·CE].
3. Type in desired name.
4. Press [ENTER].
5. Press [C·CE] [C·CE] to exit from the payment type setting.

```
< PAYMENT TYPE >
1 AMEX
2 Visa
3 MasterCard
```

Note: You cannot return to the previous item once [ENTER] is pressed at a current item.

USING THE CALCULATOR FUNCTION

The Organizer's built-in calculator can perform basic arithmetic calculations with up to 12 digits.

To use the calculator function, simply press [CALC/CONV]. Before performing any calculation press [C·CE] twice to clear the display.

IMPORTANT: Once in the CALCULATION mode, you need not press [2nd] every time you use the CALCULATOR keys in white. For example, the Y key automatically becomes [+].

Errors

When the integer part of a calculation of any integer in the memory exceeds 12 digits, or other invalid operations are attempted, an error will occur. ("E" will appear on the first line.) Press [C·CE] to clear the error. Overflow errors can also be cleared with [C·CE].

Using the CALCULATOR mode

Example	Operation	Display (answer)
12 x 3 + 5 = (–24) ÷ 4 – 2 =	12 [×] 3 [+] 5 [=] 24 [+/–] [÷] 4 [–] 2 [=]	41. –8.
34 + 57 = 45 + 57 =	34 [+] 57 [=] The added becomes 45 [=] a constant. (Subtraction and division are performed in the same manner.)	91. 102.
68 x 25 = 68 x 40 =	68 [×] 25 [=] The multiplicand 40 [=] becomes a constant.	1700. 2720.
200 x 10% 9 ÷ 36%	200 [×] 10 [%] 9 [÷] 36 [%]	20. 25.
200 + 10%	200 [+] 10 [%]	220.
500 – 20%	500 [–] 20 [%]	400.
$\sqrt{25-9}$	25 [–] 9 [=] [√]	4.
$(4^3)^2$ =	4 [×] [=] [=] [×] [=]	4096.
1/8	8 [÷] [=]	0.125

Example	Operation	Display (answer)
	Clear the memory before performing any calculations	
25 x 5 =	[R-CM] 25 [×] 5 [M+]	-M- 125.
−) 84 ÷ 3 =	84 [÷] 3 [M−]	-M- 28.
+) 68 + 17 =	68 [+] 17 [M+]	-M- 85.
(Total) =	[R-CM]	-M- 182.
(14 − 3 x 2) x	[R-CM] 14 [M+] 3 [×] 2 [M−]	-M- 6.
(52 − 35) =	52 [−] 35 [×] [R-CM] [=]	-M- 136.

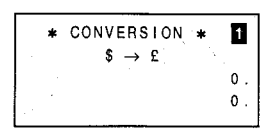
- Non-zero numbers in the memory cause "-M-" to appear on the display.

USING THE CONVERSION FUNCTION

The Organizer can be used to perform conversions different currencies. Up to 10 digits can be entered, with results being displayed in a maximum of 12 digits.

Setting the currency rate

1. Press [CALC/CONV] [CALC/CONV]. You can move through currency conversion screens 1–3 using [▽] or [△].
2. Press [MENU] 1 ("EDIT").
3. Enter the conversion rate.
4. Press [ENTER].



Note: If you want to change the currency name(s), press [▲] after step 2 above then enter the new name(s). A maximum of seven characters can be entered for the currency name on each side.

Performing a conversion

1. Press [▽] or [△] to select the desired conversion screen.

2. Enter the amount, then convert it with ▶ or ◀.

IMPORTANT: The ▶ and ◀ keys are used to perform the conversion in the directions shown.

USING THE SECRET FUNCTION

The SECRET function allows you to protect confidential data with a password so that no unauthorized person can access it. You may mark certain entries as private; displaying or modifying such data requires the password. Any entry from the SCHEDULE, ANNIVERSARY, TEL, MEMO, and EXPENSE modes can be classified in this way.

To register a password,

1. Press MENU 3 ("SECRET").
2. Enter your password (up to seven characters).
3. S will appear after ENTER is pressed.

Now you can enter data in any one of the above-mentioned modes.

After entering an item,

4. Press 2nd ▲; " ✱ " appears.
5. Press ENTER.

Note: Your data can only be accessed now by providing the correct password.

To turn off the secret function,

6. Press [MENU] 3.
7. Enter password.
8. Press [ENTER].

The secret function is no longer in effect.

Turning on the SECRET function

The SECRET function turns on automatically whenever the power is turned off and back on again. To turn the SECRET function on manually,

1. Press [MENU] 3.
2. Press 1 ("HIDE SECRET").

Removing the secret function

In the SECRET mode,

1. Press [MENU] 3.
2. Press 2 ("DELETE THE PASSWORD").
3. Enter your password.

Changing the password

1. Press [MENU] 3.
2. Enter password then press [ENTER].
3. Press [MENU] 3.
4. Press 2 ("DELETE THE PASSWORD").
5. Enter password then press [ENTER].
6. Press [MENU] 3.
7. Set new password.
8. Press [ENTER].

Your new password is now set.

What to do if you forget the password

If you have forgotten the password for the SECRET function, you have to delete the password along with all secret data. Once the password is deleted, a new password can be entered.

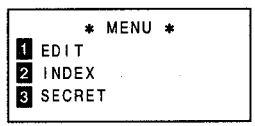
To delete the password and secret function,

1. Press [MENU] [▽] 1 ("FUNCTION"), 3 ("DATA DELETION").
2. Press [▽] 2 ("SECRET DATA").
3. Press Y.

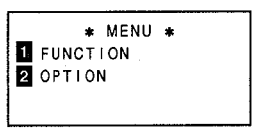
MENU

Menu layout

Initial screen



Screen after pressing ▽



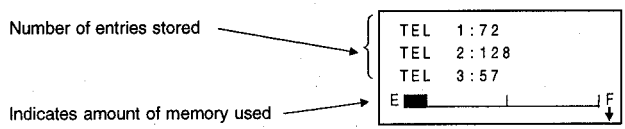
Function

MEMORY CAPACITY	See the following section.
LCD CONTRAST	See pg. 4.
DATA DELETION	See the individual modes.
TEL FILE NAME	See section on Tel mode.
PAYMENT TYPE	See section on Expense mode.
DATE FORMAT	See pg. 4.
TIME SYSTEM	See pg. 7.

Checking the memory capacity

The memory capacity function indicates how much memory is in use and also the number of entries stored in the SCHEDULE, ANNIVERSARY, TEL, MEMO, and EXPENSE modes. After checking the memory, press C·CE to return to the previous display.

1. Press MENU.
2. Press ▽ 1 ("FUNCTION").



3. Press 1 ("MEMORY CAPACITY").
4. Press ▽ or △ to select the next or previous pages.

Note: When the memory capacity graph indicates almost 100% usage, delete unnecessary data to make room for new entries.

Option

SEND
RECEIVE
VERIFY

These options are for data transfer. The Organizer can transfer data to and from several models.
See the following section for details.

USING THE DATA TRANSFER FUNCTION

The Organizer can transfer data to and from the following models.

* Other ZQ-2500/ZQ-2700 Organizers using the optional CE-200L or CE-300L cable.
* The ZQ-D400, ZQ-4450 and ZQ-4450M, and the IQ-8000, IQ-7000, ZQ-5000, ZQ-3000, ZQ-2000 and ZQ-6000 series Organizers using the optional CE-200L or CE-300L cable.
* The ZQ-1000, EL-6100 series and EL-6260 Organizers (including Auto Dialer) using the optional CE-220T cable.

Transferable data varies according to the model connected to the Organizer.

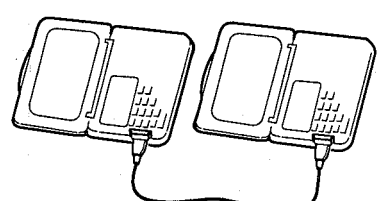
Model connected to the ZQ-2500/ ZQ-2700	Transferable data				
	Sche-dule	Tel	Memo	Anni-versary	Ex-pense
IQ-8000 series* IQ-7000 series ZQ-5000 series ZQ-2000 series ZQ-6000 series	Yes	Yes	Yes	—	—

* IQ-8900 not applicable.

Model connected to the ZQ-2500/ ZQ-2700	Transferable data				
	Sche-dule	Tel	Memo	Anni-versary	Ex-pense
ZQ-2500/ZQ-2700 ZQ-D400 ZQ-4450 ZQ-4450M ZQ-3000 series ZQ-2650/ZQ-2850	Yes	Yes	Yes	Yes	Yes
ZQ-1000 series	Yes	Yes	Yes	—	Yes
EL-6100 series	Yes	Yes	—	—	—
EL-6260	—	Yes	—	—	—

There may be some data transfer restrictions between these models.

Before connecting the cable and transferring data between Organizers, turn off both units.



Notes:

- To interrupt data transfer, press [ON].

- If a connector is disconnected, or a similar problem occurs during data transfer, the message "I/O DEVICE ERROR" will appear. Press [C·CE] to clear the error.
- After data transfer, the data on the transmitter is unchanged.

Transferring data between ZQ-2500/ZQ-2700 Organizers

Data in the SCHEDULE, ANN, TEL, MEMO and EXPENSE modes can be transferred. The data is transferred and verified by mode (all entries in a mode or a directory – TEL 1, TEL 2, TEL 3) or by entry. In addition, data can be backed up.

Transferring data by mode or by entry

During mode transfer, data previously stored in the specified mode of the receiver is deleted. Proceed with caution.

Note: When mode transfer is carried out in the TEL mode, all listings in the specified directory will be transferred. (In this case, the directory file name is transferred at the same time.)

1. Select the mode on the transmitter and receiver.
   - Press [SCHEDULE] [C·CE]. (Transmitter)
   - Press [SCHEDULE]. (Receiver)
2. Press [MENU], [▽] then 2 ("OPTION"), the data transfer function on the receiver.
3. Press 2 ("RECEIVE") to set the unit in the receive mode.

```
< UNIT TO UNIT >

RECEIVING
MODE
```

4. Press [MENU], [▽] then 2 ("OPTION"), the data transfer function on the transmitter.

Note: To transfer a single entry display the desired entry and press [MENU] [▽] 2.

5. Press 1 ("SEND") to transfer data.

Notes:

- If the mode of the transmitter and the mode of the receiver are not the same, data transfer is not established. The message "DATA ERROR" is displayed.
  When transferring TEL data, directories on the transmitter and receiver can be different. The contents received by the receiver will be stored in the open directory. For example, if TEL 1 is selected on the transmitter and TEL 3 on the receiver before the data transfer is established, the contents of TEL 1 will be sent to and stored in TEL 3.

- Turn off the SECRET function on both the transmitter and the receiver before mode transfer.
- If the amount of memory available on the receiver at the time of transfer is insufficient, data transfer is not possible. The message "MEMORY FULL" appears. Delete any unnecessary data, verify whether the available memory is sufficient, and repeat the data transfer procedure.
- If an error message appears while transferring data, press [C·CE] to clear the error.

Transferring backup data

All the contents of the Organizer are transferred. During backup data transfer, data stored on the receiver is deleted. Proceed with caution. (Backup data transfer is only possible between identical models.)

1. To select the data transfer function on the receiver and set it in the receive mode for backup data transfer,

   Press [MENU] [▽] 2 [2nd] 2.

   ```
   < UNIT TO UNIT >
     BACKUP
     RECEIVING
       MODE
   ```

2. To select the data transfer function on the transmitter and perform backup data transfer,

   Press [MENU] [▽] 2 [2nd] 1 Y.

Verifying data

It is possible to verify data by mode by mode or entry. If any discrepancies are found, the message "VERIFY ERROR" is displayed.

To verify data in the SCHEDULE mode,

1. Select the mode on the transmitter and the receiver.
   - Press [SCHEDULE] then [C·CE]. (Transmitter)
   - Press [SCHEDULE]. (Receiver)
2. Press [MENU], [▽] then 2 to set the receiver in the verify mode.

   ```
   < UNIT TO UNIT >

   -VERIFYING-
   ```

3. Press [MENU], [▽] then 2 to select the data transfer function on the transmitter.
4. Press 1 to perform verification.

Transferring data with another ZQ series or IQ series Organizer

Data transfer restrictions

There are some restrictions when transferring data with any ZQ series Organizer other than the ZQ-2500/ZQ-2700 or the IQ series Organizers (previously shown). These restrictions result from differences in functions and the maximum allowable size of an entry between the Organizers.

When transferring SCHEDULE data from the ZQ-D400, ZQ-4450, or ZQ-4450M, or the ZQ-6000, IQ-8000, IQ-7000 or ZQ-5000 series Organizers

- Any alarms set on SCHEDULE data transferred from one of the above Organizers, regardless of their actual setting time for the specified events, will be set to the event's starting time on the ZQ-2500/ZQ-2700.

When transferring data from ZQ-6000 or IQ-8000 series Organizers

- When transferring an entry from the ZQ-6000 or IQ-8000 series to the ZQ-2500/ZQ-2700, the maximum allowable size of the transferred entry is as follows:

  TEL mode: 537 characters
  SCHEDULE mode: 523 characters
  MEMO mode: 544 characters

  If an entry exceeding these limits is sent to the ZQ-2500/ZQ-2700, "I/O DEVICE ERROR" appears and the transfer will not be successful.

  The maximum number of characters that can be edited after an entry is transferred to the ZQ-2500/ZQ-2700 is 514 in the TEL mode and 512 in the SCHEDULE and MEMO modes. Entries exceeding these limits can be displayed but cannot be edited. Those exceeding 515 characters can neither be displayed nor edited.
- Mode transfers from the ZQ-6000 series and IQ-8000 series can be performed even when the maximum length of an entry exceeds the character limits specified above. However, to display and edit data, the number of characters must be within these limits.
- TEL free field contents can be received and displayed on the ZQ-2500/ZQ-2700 but are deleted once the edit mode is entered.

When transferring data to and from ZQ-1000 series Organizers

- All characters transferred from the ZQ-2500/ZQ-2700 are displayed in capital letters on the ZQ-1000 series. Characters and symbols that cannot be displayed on the ZQ-1000 series appear as "■".

- EXPENSE data transferred between the ZQ-2500/ZQ-2700 and the ZQ-1000 series is stored on the receiving unit without payment type data.
- When transferring EXPENSE data by mode from the ZQ-1000 series to the ZQ-2500/ZQ-2700, an "I/O DEVICE ERROR" may occur. This will occur when there is not enough memory space to be assigned as the area for payment type data; EXPENSE data from the ZQ-1000 series does not have this space. If the error occurs, delete unnecessary data on the ZQ-2500/ZQ-2700 to increase the amount of free memory, then transfer the data again. Once an "I/O DEVICE ERROR" occurs, all EXPENSE data transferred to the ZQ-2500/ZQ-2700 before the error is cleared.
- When transferring EXPENSE data by mode from the ZQ-1000 series to the ZQ-2500/ZQ-2700, no data verification can be carried out.

Transferring data by mode or by entry

To transfer an entry,

1. Recall the entry to be transferred on the transmitter.
   Note: To perform mode transfer, select the mode by pressing the mode key, and then press [C·CE]. It is not necessary to display an entry.
2. Select the data transfer function on the receiver, and set it in the receive mode by pressing [MENU], [▽] then 2.
3. Select the data transfer function on the transmitter and perform data transfer by pressing [MENU], [▽], 2 then 1.

Notes:

- Follow the same steps to transfer data from another ZQ or an IQ series Organizer.
- Notes described on page 25 also apply here.

Verification

Follow the steps explained in "Transferring data between ZQ-2500/ZQ-2700 Organizers" above.

Transferring data with an EL series Organizer (including Auto Dialer)

For the EL-6100 series Organizer, TEL data and SCHEDULE data can be transferred. For the EL-6260 Auto Dialer, TEL data can be transferred. Data is transferred by mode or by entry.

Data transfer restrictions

When transferring data with an EL series Organizer (including the Auto Dialer), the following restrictions apply:

When transferring data to an EL series Organizer

- Transferred data is added to previously stored data.

- Data is transferred in the same mode and directory.
- If a transferred entry the exceeds the maximum number of characters that can be entered into the EL series Organizer as one entry, the excess characters are deleted.
- Characters and symbols that cannot be displayed on the EL series Organizer are replaced by spaces. If all the columns that can be displayed are replaced by spaces, the corresponding entry is not stored.
- All letters are converted to capital letters on the EL series Organizer.
- If the SECRET function is turned on in the ZQ-2500/ZQ-2700, only non-secret data can be transferred.

When transferring data from an EL series Organizer

- The received data is added to previously stored data.
- All non-English characters are converted to small letters.
- If the SECRET function is turned on in the EL series Organizer, only non-secret data can be transferred.

Transferring data to an EL series Organizer

To transfer, for example, all TEL 1 data in ZQ-2500/ZQ-2700 to TEL 1 in the EL series Organizer,

1. Set the receiver in the receive mode.
2. Press [TEL] to select the TEL 1 directory on the transmitter.
3. Press [MENU], [▽] then 2 to select the data transfer function on the transmitter.

Note: To transfer a single entry display the desired entry and press [MENU] [▽] 2.

4. Press 1 to perform data transfer.

- If the amount of memory available in the receiver at the time of data transfer is insufficient, an error message appears. Delete any unnecessary data, verify that there is sufficient memory available, and repeat the procedure.

Transferring data from an EL series Organizer

1. Select the mode on the receiver.
2. Select the data transfer function on the receiver, and set it in the receive mode.
3. Perform data transfer from the transmitter.

Exchanging data with a personal computer

With Sharp's CE-390 (Version 1.2 or higher) Organizer Link software and cable package, you can exchange data with a IBM* compatible personal computer. The cable connects to the Organizer's 4 pin computer- link port on the left side of the unit. See the Organizer Link manual for connection and software operating instructions.

Note: Sharp's CE-390 (Version 1.2 or higher) may not be available at the time you purchase the Organizer. If you already have the CE-390 (Version 1.0 or 1.1), please call your local Sharp dealer for information about obtaining Version 1.2 or higher.

★ IBM is a registered trademark of International Business Machines Corporation.

From CE-390, when the menu to select Organizer model is displayed, select 5 ("YO-250M or YO-260M models").

APPENDICES

Caring for your Organizer

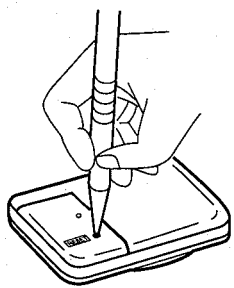
- Do not carry the Organizer around in your back pocket, as sitting on it may cause damage. The display is made of glass and is particularly delicate.
- Keep the Organizer away from heat (on a car dashboard or near a heater, for example), humidity, and dust as these may cause it to malfunction.
- Do not drop the Organizer or allow anything to hit it.
- Clean the Organizer with a soft, dry cloth and do not use solvents (paint thinner or benzine, etc.).
- Do not press the keys with a sharp pointed object.
- Do not bend the Organizer, as internal damage may result.

Note: Do not carry the Organizer in your pocket or bag together with sharp or hard objects, as these may scratch the Organizer.

Reset Procedure

When trouble occurs

An impact or a strong external electrical field may stop the keys functioning. Press the RESET switch on the back of the Organizer.



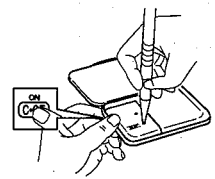
The impact or external electrical field may erase some or all of the Organizer's memory.
Press the RESET switch with the tip of a ball-point pen or similar object, but not anything breakable (like a pencil point or a needle).

All RESET operation

If a problem occurs after replacing the batteries, or if the Organizer does not function properly even after the above RESET operation, perform the following:

1. While holding [ON], press the RESET switch on the back. Release the RESET switch and then release [ON].

   The following display will appear.



```
CLEAR ALL DATA

OK (Y/N) ?
```

2. Press [N].
   Returns to the initial display.

> **Caution:** Do not press [Y] in step 2. Pressing [Y] will delete all data stored in the Organizer and reset the built-in clock.

Troubleshooting

If the Organizer malfunctions, please go through the following checklist before sending it out for repair:

Problem	Remedy
Nothing appears on the display after pressing [ON].	• Adjust the display contrast (pg. 4). • Replace the batteries (pg. 32).
Display contrast is insufficient.	• Adjust the display contrast (pg. 4). • Replace the batteries (pg. 32).
The display is too dark (all the symbols are displayed faintly).	Adjust the display contrast (pg. 4).
Keys do not beep when pressed.	Press [2nd] [◄] to display "♪" (pg. 4).
The Organizer turns on but the keyboard does not function.	Reset the Organizer (pg. 31).
"MEMORY FULL" is displayed.	There is no room for the data you want to store. Delete all unnecessary data and try again.
Alarm does not sound at the set time.	Press [2nd] [►] to display "🔔" (pg. 11).
Display dims while pressing a key.	The operating batteries are becoming weak. Continue to use the Organizer as usual or replace the batteries (page 32).

Replacing batteries

Batteries used in the Organizer:

Type	Model	Qty.	Use
Lithium battery	CR2032	2	Unit operation
Lithium battery	CR2032	1	Memory backup

The standard built-in clock is powered by the operating batteries.

Precautions when replacing the batteries

Before replacing the battery, be sure to press [OFF] to turn the power off.

Do not replace the memory backup battery when replacing the operating batteries. When the operating batteries become weak and you turn the power on, " BATT " will be displayed and the following display will appear temporarily:

```
< CAUTION >

REPLACE BATTERIES[A]
READ THE MANUAL
BATT
```

If the batteries become very weak (the alarm or the key beep will not sound), the power may go off during operation or the

Organizer may fail to turn on.
The memory contents will still be retained by the memory backup battery.
Replace the operating batteries to avoid loss or corruption of data.
Before removing the batteries for replacement, record important information on paper.

Caution: Do not continue using the Organizer after it has turned off automatically while in use. Even if it can be turned on again, the clock time will be incorrect and other functions may not work properly until the batteries are replaced.

Precautions on battery use

- Always replace both operating batteries at the same time.
- Do not use an old battery and a new one together.
- Use only the specified lithium batteries.
- Replace the memory backup battery at least every 5 years.
- The original batteries were installed in the factory at the time of shipment and might be drained before reaching the operating time indicated in the specifications.

Battery precautions

- Keep the batteries out of the reach of children.
- When batteries become weak, remove them from the Organizer immediately. If depleted batteries are left in the Organizer for any length of time, they may leak and cause corrosion inside the Organizer.
- Do not dispose of batteries by fire as they may explode.

Operating batteries

Replacement intervals for the operating batteries

When " BATT " is displayed and the LCD becomes too dim to read despite contrast adjustment, the operating batteries are drained. Press [OFF] to turn the power off and then turn the power back on. If the following display appears when the power is turned on, replace both operating batteries immediately.

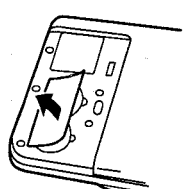
```
< CAUTION >

REPLACE BATTERIES[A]
READ THE MANUAL
BATT
```

Replacing the operating batteries [A]

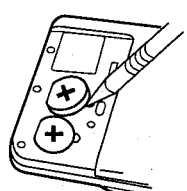
1. Press [OFF] to turn the power off.
2. Remove the security screw and lift off the back cover. (Fig. 1)
3. Remove the black "Caution" label covering the operating batteries [A]. (Fig. 2)

4. Carefully remove the old batteries by prising them out with a ball-point pen. (Fig. 3)
   Do not use a mechanical pencil or sharp pointed object. This may break and damage the mechanical pencil or the Organizer.
5. Install two new batteries with the (+) sides facing up (Fig. 4) and press the black "Caution" label back into place.
6. Replace the back cover and the security screw. (Fig. 5)
7. Press the RESET switch.
   If unit does not turn on or a meaningless display appears, repeat the battery replacement procedure.
8. Adjust the display contrast if necessary. (Refer to "Contrast adjustment", pg. 4.)
9. Set the correct clock time and date. (Refer to "Setting the HOME time and date" pg. 7.)

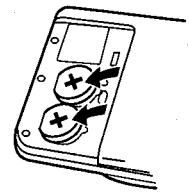
(Fig. 1)



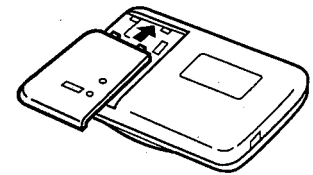
(Fig. 2)



(Fig. 3)



(Fig. 4)



(Fig. 5)

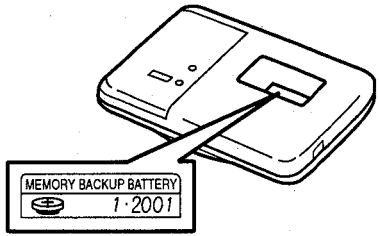
Memory backup battery

The life of the memory backup battery

The memory backup battery in your Organizer has an effective life of about 5 years under normal operating conditions. Note that temperature extremes can shorten the battery life and cause memory losses. Replace the memory backup battery every 5 years.

When you replace the battery, write down the date on the label of the Organizer so you know when to replace the battery next time.

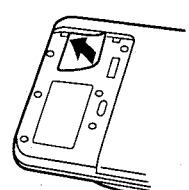
For example, if you replace the battery in January 2001, write:



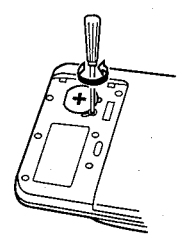
Replacing the memory backup battery

When replacing the memory backup battery, make sure that the operating batteries are not drained. If the operating batteries are drained, replace them before replacing the memory backup battery. If you replace the memory backup battery when the operating batteries are drained, all of the data in the memory will be lost.

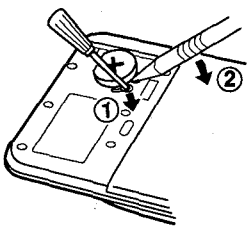
1. Press [OFF] to turn the power off.
2. Remove the security screw and lift off the back cover.
3. Remove the red "Caution" label on the memory backup battery. (Fig. 1)
4. Remove the security screw fixing the movable arm. (Fig. 2)
5. While holding back the movable arm fixing the battery in place, remove the old battery by carefully prising it out with a ball-point pen. (Fig. 3)
   Do not use a mechanical pencil or sharp pointed object. This may break and damage the mechanical pencil or the organizer.
6. Install the new battery with the (+) side facing up.
7. Tighten the movable arm screw and press the red "Caution" label back into place. (Fig. 4)
8. Replace the back cover and the security screw.
9. Press the RESET switch.
   If nothing appears on the display, adjust the contrast to darken the display (see pg. 4.) If still nothing appears, repeat the battery replacement procedure.
   If meaningless characters or symbols appear on the display, repeat the battery replacement procedure.
10. If necessary, adjust the display contrast to a more easy-to-view setting. (Refer to "Contrast adjustment", pg. 4.)
11. Set the correct clock time and date. (Refer to "Setting the HOME time and date", pg. 7.)



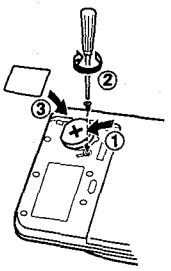
(Fig. 1)



(Fig. 2)



(Fig. 3)



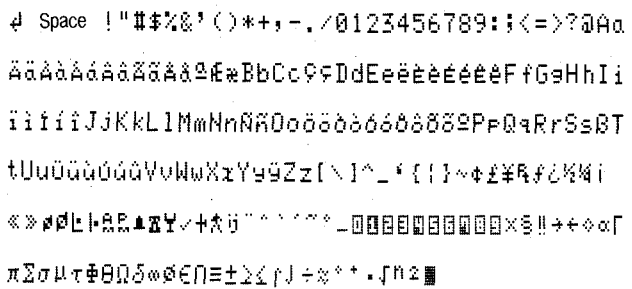
(Fig. 4)

AUTO POWER OFF function

When no key is pressed for approximately 7 minutes, the Organizer automatically turns off the power to save the batteries. (The actual time may vary depending upon the conditions of use.)

Character sorting order

Entries in the TEL mode are sorted and stored in the following order (according to the first character of each entry).



Specifications

Model	ZQ-2500/ZQ-2700
Product name	Electronic Organizer
Display	119 x 32 dot matrix liquid crystal display 20 columns x 4 lines (with 6 x 8 dot characters)

Electronic notebook section

TEL mode	Entry and recall of names, phone numbers, and addresses

SCHEDULE mode	Entry and recall of dates, appointment times, and details of appointments Automatic day-forward function, schedule alarm function
ANN mode	Entry and recall of dates and details of anniversaries Anniversary notice function
CALENDAR mode	Display of calendars from January 1901 to December 2099 Schedule mark function distinguishing between morning and afternoon appointments Anniversary mark function
MEMO mode	Entry and recall of everyday memos
EXPENSE mode	Entry and recall of expense date, amount payment type and description
Memory capacity	[ZQ-2500] 32 Kbytes (User area: Approx. 30 Kbytes) SCHEDULE mode capacity: Approx. 500 entries TEL mode capacity: Approx. 810 entries MEMO mode capacity: Approx. 220 entries [ZQ-2700] 64 Kbytes (User area: Approx. 62 Kbytes) SCHEDULE mode capacity: Approx. 1,040 entries TEL mode capacity: Approx. 1,680 entries MEMO mode capacity: Approx. 460 entries • The approximate entry capacities above assume the following average entry size when all memory is used by a single mode. SCHEDULE Description 32 characters/entry TEL Name 16 characters/entry Number 12 characters/entry MEMO 128 characters/entry
Maximum character string length per entry	512 characters
Other features	Secret function, data transfer, index display

Calculator

Digits	12
Functions	Addition, subtraction, multiplication, division, constant, square root, percent, memory calculation, etc. (With currency conversion function)

Clock

Crystal oscillation frequency	32,768 Hz
Clock accuracy	Average variance ± 60 seconds per month (at 25°C
Display contents	Year, month, day, day of week, hours, minutes, A.M./P.M., city names, time zone
Time system	12-hour or 24-hour
World clock function	Display of date and time for the world-wide cities Enable/disable control for daylight saving time display function

Common

Power	Main power supply: 6 V ⎓ (DC) lithium batteries (CR2032 x 2) Memory backup power: 3 V ⎓ (DC) lithium battery (CR2032 x 1)
Power consumption	0.01 W
Battery life	**Operating batteries** • Approx. 1,200 hours When data is continuously displayed at an ambient temperature of 20°C • Approx. 800 hours When data is searched for 5 minutes per hour, and the data is displayed for 55 minutes per hour, at an ambient temperature of 20°C • Approx. 1.5 years When turned off, and the clock is running. **Memory backup battery** • Approx. 5 years (if operating batteries are replaced promptly when exhausted) • Approx. 3 years (if operating batteries are exhausted or not installed)
Operating temperature	0°C to 40°C
Exterior dimensions **Open** **Closed**	 134 (W) x 170 (D) x 10.3 (H) mm 134 (W) x 87 (D) x 12.5 (H) mm
Weight	103 g (including batteries)
Accessories	Lithium batteries (CR2032 x 3), operation manual

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